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Approved
Minutes of the Executive Committee of the Academic Senate
September 19, 2014
SM113B, 9:00-10:30 AM

Present: Phil Anloague, Paul Benson, Erin Brown, Jim Dunne, Harry Gerla, Linda Hartley, Emily Hicks, Carissa Krane, Ed Mykytka, Kathy Webb, Dominique Yantko

Absent: Laura Leming

Guests: Corinne Daprano, Pat Donnelly

Opening prayer/meditation: J. Dunne opened the meeting with a prayer.

Minutes: The minutes of the September 12, 2014 ECAS meeting were unanimously approved with corrections.

Announcements:

- Next ECAS Meeting Friday, September 26, 2014, 9:00-10:30, SM 113B
- Academic Senate Meeting Friday, September 19, 2014, 3:00 pm in KU Ballroom
- ELC meeting on Monday, September 22, 2014, 9:30-11:30 am, in Presidential Suite, KU 316. Mickey McCabe will give an overview of UD Research Institute (UDRI). C. Krane reminded everyone that some people will be arriving late or leaving early because of conflicting schedules.
- C. Krane reported that she had not received the 2015 health care data from HR yet. She decided not to send out the slides to Senators without the 2015 data. P. Benson explained that the final numbers had been in flux all week because costs estimates were higher than expected and HR is predicting that more employees will move from Advantage to Core which would decrease the amount of money from premiums. The university has decided to contribute more from the operating budget to limit the premium increases for employees. L. Hartley and J. Dunne reported that they had forwarded questions from their respective units to Joyce Carter after the university faculty meeting.
- ECAS approved the appointment of Dr. Elias Toubia to be the new SOE representative on CAPC.
- D. Yantko reported that the student elections had been completed and the new student representatives will be seated soon. They still need a student rep from Humanities.

Reports from Committees:

Academic Policies Committee: E. Mykytka reported that the committee had met once so far this semester. Many of the committee members are new so the agenda for the first meeting included a review of the progress on the policy for academic certificate programs document. Next steps include soliciting feedback from units. The committee also briefly discussed the oversight of CAP. Sawyer Hunley will attend next meeting to begin discussions on the initial review of CAP.

Faculty Affairs Committee: H. Gerla reported that the committee had met twice so far this semester. He reported that the requirements for the size and composition of the University Nominating and Recruitment Committee (UNRC) had been researched and found to be the following: the UNRC must have at least five members, one of whom must be a student and one of whom must be a member of

ECAS. Appointments to the UNRC are made by ECAS. The FAC recommended that the new UNRC members determine which of the university committees, boards, etc. listed in the faculty handbook are still in existence as well as identify new groups that have been added in recent years. Once the current list is assembled, the appointing authority and their designate, if applicable, should be recorded and reported to ECAS and published on the Senate's web site or other appropriate place. The FAC also recommended that the UNRC contact each university committee, board, etc. to find out if vacancies are anticipated for the next year to facilitate filling upcoming vacancies while the faculty are still on campus (i.e. prior to summer). It may be necessary to conduct calls during the summer, but the hope is to lessen the work needed over the summer. K. Webb stated that ECAS needs to consider carefully the necessity of having an ECAS or Senate member on so many committees considering the fact that the work load for the members of ECAS is already extremely heavy. It was also suggested that a separate email box or some other shared mechanism be set up to facilitate the distribution of work among UNRC members. C. Krane called for a volunteer from ECAS to serve on the UNRC. There were no volunteers.

H. Gerla reported that no documentation for the Elections Committee had been located yet. Andrea Koziol, long time Elections Committee member, will be invited to the next FAC meeting. It was also suggested that Jim Farrelly, another long time member, be asked as well. E. Hicks will request a search of the print files for information from the University Archives.

Student Academic Policies Committee: C. Krane reported that the committee will meet on Monday and continue work on the dismissal for academic dishonesty policy.

Faculty Board: C. Daprano reported that the Fall Faculty Association luncheon will be held on Tuesday, November 13th at 11:30 am with lunch provided by the Office of the Provost. The topic has not been finalized yet. She thanked ECAS on behalf of the Faculty Board for the opportunity to have Board members attend Senate standing committee meetings. She reported that the Board has three standing committees—Benefits, Salary, and Rights & Governance. Some of the issues under discussion this year include the climate survey, the responsibilities of adjunct faculty, etc., and budget allocations related to student enrollment. L. Hartley suggested that the issue of academic scheduling be considered as one possible topic to be included under a broader umbrella topic for the Faculty Association meeting.

Reports from the Faculty Board will be included in future ECAS meetings.

Old Business:

Academic Scheduling Task Force: L. Hartley reported that the task force planned to meet every two weeks with a mission to consider the broad issues impacting academic scheduling. P. Anloague reported that the task force has reviewed drafts of two surveys (one for students, one for faculty). He stated that the overarching concerns are academic success and safety. The issues are not just CPC issues. They have broad implications for everyone on campus. The task force is consulting widely with various groups on campus. The goal of the task force is to make recommendations. He plans to give a report to the Academic Senate this afternoon. Time for Senate discussion of academic scheduling issues will be placed on a Senate agenda in the near future (possibly October).

C. Krane reminded ECAS that the main agenda item on the October Academic Senate meeting was a debrief of the latest Board of Trustees meeting with Dr. Curran, Dr. Benson, and Steve Cobb, Chair of the Board of Trustees. It was suggested that the link to the Portable Trustee document be sent to the Senators prior to the October meeting.

Senate Response to Academic Climate Survey: C. Krane reported that she had attended a meeting for tenured faculty in the College that was very poorly attended. She sent out a reminder to the College faculty about the importance of these meetings as they are examples of shared governance in action.

She will encourage Senators to attend meetings as part of the ECAS report. Other ECAS members reported better attendance at their unit meetings.

New Business:

Non-Discrimination and Anti-Harassment Policy: Faculty Hearing Committees on P&T/Grievance: P.

Donnelly explained that the by-laws of the two faculty hearing committees' by-laws needed to be changed to reflect the new non-discrimination and anti-harassment policy and process. Both documents include clauses specifically excluding sexual harassment and both reference a sexual harassment policy that no longer exists. In looking to do this, some questions have surfaced such as should we exclude all forms of discrimination of protected classes? Clarity is needed in defining the work of both hearing committees and processes need to be put into place to align the work with the new university policy as appropriate. The FAC was tasked with looking into these issues.

Evaluation of Administrators: P. Benson summarized an email that he had sent to C. Krane about a proposal to move forward on the issue of evaluation of administrators. The following five points are copied with permission from that email:

1. A policy for evaluation, or review, of academic administrators should be established in advance of assembling a team of faculty, students, and administrators to develop guidelines and procedures for such evaluations. To do the latter in absence of a policy would be unwise and probably unproductive, in my judgment.
2. In order to gather information and deeper insight that should inform a draft policy, I would like to establish a small, ad hoc working group to spend approx. 6 weeks identifying and characterizing issues that will need to be addressed in both a policy for evaluation/review of academic administrators and in subsequent guidelines and procedures for carrying out such a policy. I would see this group as consisting of two faculty representatives from different units who have had previous experience as academic administrators (e.g., as deans, assoc. deans., or department chairpersons), one faculty representative from ECAS (or, if ECAS members are too busy, another Senator), and Pat Donnelly, as a representative of the Provost's office. I would welcome ECAS's recommendation of an ECAS member or other Senator to participate in this project.
3. The issues characterized by the working group could then be shared with ECAS as part of the process that I will use to construct a draft policy for evaluation of academic administrators. With sufficient input from the working group, the draft policy can be developed more quickly and intelligently.
4. As we had discussed when we met on Aug. 27, I believe that seeking to develop an umbrella policy that encompasses the evaluation of academic administrators along with the president, vice presidents, and other non-academic administrators will be practically unmanageable to carry out in a reasonable period of time this year. I would like to use time wisely and for greatest impact upon areas of faculty concern. I believe that we can have a policy for evaluation of academic administrators ready to enact, with some clear guidelines and procedures in place, by the New Year. This would enable us to put that policy into practice this academic year. However, the development of a policy and procedures that would apply to academic and non-academic administrators alike would be sufficiently complex that we will be unlikely to have anything very substantive in-hand by May.
5. As we also discussed on Aug. 27, I believe that the policy for evaluation of academic administrators must leave considerable discretion to deans and their units concerning some of the procedures those respective units employ to evaluate associate and assistant deans, department chairs, and program directors. This is a consequence of the very different roles that these positions serve within academic units, as well as an implication of significant differences in scale and organizational structure among the College and the schools. However, I do think that

a general policy can be developed that does not permit such discretion to lead to arbitrary and unreasonable differences across units' evaluation practices.

C. Krane commented that non-academic administrative positions such as the VP of Enrollment Management and VP of Human Resources have a significant influence on academics. P. Benson acknowledged that but reminded ECAS that he has limited ability to influence policy in areas outside of the Provost's office. Any such policy development would necessarily be led by the President's office and would require a longer time frame. J. Dunne asked if there was an existing policy in place. P. Benson responded that there was not a policy, but there were existing processes and procedures for evaluating administrators. K. Webb stated that administrators are evaluated on a regular basis, typically at the mid-point and end of the appointment period. Deans are also evaluated on unit objectives on an annual basis. One question has been the extent of faculty involvement in the 360 Dean evaluations which has varied over the years and has been primarily driven by the cost of conducting the surveys which is by an outside firm. E. Hicks stated that conversation in ECAS last year included the proposal to have different surveys for direct reports and faculty to give opportunity for more faculty involvement and to hold down costs of surveys. P. Benson asked for input on how the upcoming dean evaluations should be handled if no new policy is in place. He is reluctant to create a new process without input of ad hoc group.

ECAS agreed that an ad hoc group as proposed was a good idea. Suggestions for membership of the group should be sent to P. Donnelly by Tuesday. C. Krane will report on the creation of the ad-hoc group at this afternoon's Academic Senate meeting.

The meeting was adjourned at 10:28 A.M.

Respectfully submitted by Emily Hicks

Work in Progress

Task	Source	Previously assigned	To	Work due	Due
Consultation	ECAS	ECAS	ECAS	Open communication	ongoing
Instructional staff titles	Provost's office		FAC		
Information Literacy			ECAS	Charge	
AS Constitution revision	ECAS		ECAS		
Dismissal for academic dishonesty	SBA	SAPC	Deans' Council		
Policy for academic certificate programs			APC		
Anti-discrimination policy	Legal		FAC, SAPC	Comments/recommendations	
Review of Faculty	ECAS		FAC		

Hearing Committees' by-laws					
Academic scheduling task force	ECAS		ECAS	Report	12/15/14
Review ECAS/Senate representation on Elections Committee	ECAS		FAC		
Review ECAS/Senate representation on UNRC	ECAS		FAC		
Tasks ongoing					
CAP Competency Committee oversight	Senate		APC	Hear monthly reports	
UNRC			ECAS	Hear monthly reports	
Summer tuition	Faculty		SAPC	On hold until tuition model is further developed	